Technology Plan Process Overview

The primary goal [of educational technology] is to improve student academic achievement through the use of technology in elementary schools and secondary schools. Enhancing Education Through Technology Act of 2001, 20 U.S.C. (2010)

The purpose of this resource is to provide technical assistance for Local Education Agencies (LEAs) in regard to infusing their technology plan into the Continuous Improvement Plan found in the Arizona Local Education Agency Tracker (ALEAT) system.

The Continuous Improvement Plan consists of No Child Left Behind (NCLB) federal goals, including technology literacy, strategies that support each goal, and action steps that illustrate what an LEA will implement that correlates with specific strategies. This portion of the technology plan is expected to be updated by the LEA annually in ALEAT.

LEAs are responsible for developing a *strategic educational technology plan that is* ***consistent with the objectives of the statewide education technology plan****…and such other information as the State educational agency may reasonably require, at such time and in such manner as the State educational agency may require*. Enhancing Education Through Technology Act of 2001, 20 U.S.C. § 6764 (2010)   http://www.azed.gov/technology/downloads/2009-2013_state_edtech_plan.pdf

Reflecting on the goals of educational technology, it is necessary to include technology focused strategies with accompanying action steps into the Continuous Improvement Plan while being cognizant of the State educational technology standard.
http://www.azed.gov/standards/technology/Articulated_Grade_Level/

All action steps in the Continuous Improvement Plan that incorporate any form of technology or professional development regarding technology must include the "Tech" tag that is found inside the developing or editing of an action step.

The ADE encourages collaboration among the different departments within an LEA to maximize resources and communicate how technology will be effective in regard to implementing the goals set by the LEA. As a representative of an LEA, who is completing the

technology plan, you may notice strategies and action steps related to technology that are currently in place in the Consolidated Plan. These should be considered part of the technology plan, and must have a "Tech" tag added to the action steps.

Technology Plans must be submitted online through ALEAT (AZ LEA Tracker), accessible via Common Logon. All of the required templates for the Technology Plan can be found in ALEAT and on the Tech Plan Toolkit webpage at https://www.ade.az.gov/technology/lea_tech_plans.asp.

The Technology Plan for **EETT** and **E-Rate** consists of two (2) parts in ALEAT:
1) Monitoring
2) Continuous Improvement Plan

An ADE approved LEA Tech Plan is valid for **three (3) years**; however, as the goals, strategies, and action steps in the **Consolidated Plan** in ALEAT is *updated annually* so will any items relating to technology and Technology Literacy.
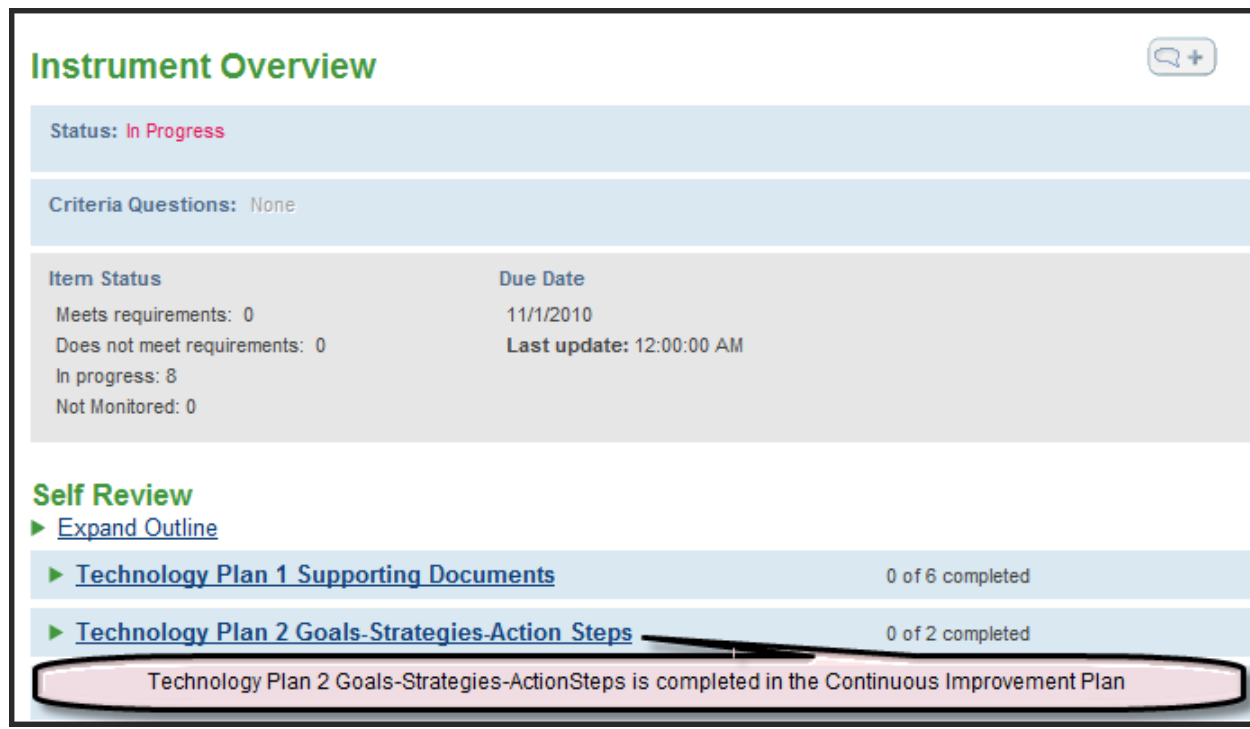
Technology Plan - the "Monitoring" side of ALEAT.

The "Monitoring" side of ALEAT consists of two (2) self-review parts. Each part has tasks that must be completed and submitted online.

Once you open the Technology Plan instrument…

…this is what you should see.

Select a self-review item by clicking on the name of it.

TP-01 through TP-06 requires the LEA to complete and upload a specific template. The templates are available inside each task under the "Resources" at the bottom of the screen. They are also available in the Tech Plan Toolkit at https://www.ade.az.gov/technology/lea_tech_plans.asp.

All 8 tasks include a status indicator and must be saved. Once all have been marked as "Meets Requirements" and saved, you will have the ability to submit the entire plan to ADE.

Arizona LEA Tracker (ALEAT)

Hi BrendaL!   Logout   ? Help   Setup & Maintenance

| LEA List | LEA Overview | Monitoring | Plan | File Cabinet |

Sample LEA -
Technology Plan 2011-2014 Self Review

Communicate with ADE

TP-01: LEA Profile & Technology Plan Contacts   🔍+

Cancel   Save   Save and Continue

4

Requested Documents

LEA Profile & Technology Plan Contacts
> Attach Evidence Doc

2

Current Status
In Progress

Change Status   **3**
In Progress ▼

...er documents (0)
> Attach Doc

Comments to SEA (Optional)

1 Download and complete required template (below under RESOURCES)

2 Upload completed required template

3 Update the <u>Change Status</u> to show: Meets Requirements

4 Save or Save and Continue to the next task

Item Categories
Technology Plan 1 Supporting Documents

Compliance Indicators
Technology Plan effective dates-years have been included.

LEA profile information.

Primary and secondary contact information.

Resources
The resources below are provided by the SEA ...st you with this compliance item   **1**
• Tech Plan Toolkit
• LEA Profile & Contact Information Template

TP-01: LEA Profile & Technology Plan Contacts

Cancel   Save   Save and Continue

Arizona Department of Education
For questions related to ALEAT, please contact: ALEAT@azed.gov

Technology Plan Tasks

There are eight (8) technology plan (TP) tasks that need to be completed for the Technology Plan.

Technology Plan #1 Supporting Documents

TP-01: LEA Profile & Technology Plan Contacts

- ✓ Correct technology plan effective dates (years) - this is a 3-year plan. [2011-2014]

- ✓ Completed LEA Profile information.

- ✓ Completed Primary and Secondary Contact Information.

TP-02: Technology Plan Committee

- ✓ Include a timeline description indicating how often the technology plan committee will meet - the minimum is annually.

- ✓ Include a narrative or chart description indicating how the technology plan committee will evaluate the entire technology plan.

- ✓ A district upper level administrator has been included such as District Superintendent and/or Assistant Superintendent or Principal for a Charter school.

- ✓ At least one representative of each: school principal, teacher, technology coach (if any), parent (other than a community member or staff), and community member (other than a parent or staff).

- ✓ Recommendation: Federal programs director, curriculum director, Ed tech director or coordinator, special education director, and ELL director have been included in the committee. (A director may have more than one assignment/duty and should list all roles for that person.)

TP-03: Technology Vision & Mission Statements

- ✓ Vision statement should reflect 21st Century technology.

- ✓ Mission statement should reflect technology and how technology will increase academic achievement as well as students and teachers technology literacy skills.

TP-04: CIPA Certification & LEA Approval

- ✓ Name of School/District and correct plan dates included.

- ✓ One of the four (4) CIPA certification choices has been selected.

- ✓ Included school board approval date or projected approval date.

✓ Uploaded a copy of the signed CIPA Compliance & LEA Approval form into your electronic filing cabinet in ALEAT under TP-04.

✓ Sent, via US certified mail, the original, hard copy with District Superintendent or Charter School Principal signature in **blue** ink.

- Arizona Department of Education
  Educational Technology Department
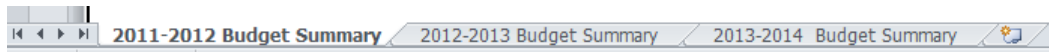 1535 W. Jefferson St. Bin #8
  Phoenix, AZ 85007

TP-05: Technology Plan Needs Assessment

In reflection of the Arizona Long-Range Strategic Educational Technology Plan and the Arizona State Technology Standard the current reality and needs of the LEA have been identified through:

✓ Student Learning: fully address the questions/issues with current reality and provide a list of needs.

✓ Leadership: fully address the questions/issues with current reality and provide a list of needs.

✓ Preparation and Development of Educators: fully address the questions/issues with current reality and provide a list of needs.

✓ Infrastructure: fully address the questions/issues with current reality and provide a list of needs.

TP-06: Technology Plan Annual Budget Summary

✓ Complete three (3) different years (tabbed worksheets) of a Technology Budget Summary.

| | 2011-2012 Budget Summary | 2012-2013 Budget Summary | 2013-2014 Budget Summary | |

✓ Complete the Estimated E-Rate Discount Percentage.

✓ If E-Rate has been included, a minimum of one (1) additional funding source must be entered in conjunction with E-rate for the same services. The other funding sources must equal the uncovered percentage from E-rate. (Example: If E-rate is 80% then the other funding source(s) must equate to 20%.

✓ If LEA is not applying for E-Rate, this must be indicated in the comments section of all worksheets.

✓ If Title II-D funds have been included, a minimum of 25% of those funds have been budgeted for Professional Development.

Technology Plan #2 Goals-Strategies-Action Steps

The technology plan is valid for 3 years; however, the technology strategies and action steps within the **Continuous Improvement Plan** are <u>updated annually</u>. This specific instrument, *Technology Plan #2 Goals-Strategies-Action Steps* (from the "Monitoring" side of ALEAT)*,* does not need to be updated annually.

TP-07: ALEAT Consolidated Plan Strategies & Action Steps

✓ The technology committee has collaborated and completed technology focused action steps that support one or more strategies for each NCLB goal within the ALEAT Continuous Improvement Plan.

- Reading/Language Arts
- Math
- Highly Qualified
- ELL
- Safe, Drug-Free Schools Conducive to Learning
- High School Graduation
- Parent Involvement

✓ Technology focused strategies have been included if there wasn't any evidence of an established strategy that technology focused action steps would support with every NCLB goal in the Continuous Improvement Plan.

✓ At least one technology focused action step that supports an established strategy or a new technology strategy has been included with every NCLB goal in the Continuous Improvement Plan.

- ✓ Required: NCLB Goal #4, Safe, Drug-Free Schools Conducive to Learning, includes a strategy and action steps that relate to Internet Safety and CIPA requirements.

  - Sample Strategy: "Network/Internet Filtering and Acceptable Use Agreements"

    - ▪ Action Step: Installing (or maintaining) and monitoring of firewalls and Internet security systems that are CIPA compliant;

    - ▪ Action Step: The LEA policy requires staff and students and parents to agree to an Internet Users Agreement (also known as an Internet Safety Policy or Acceptable Use Policy.)

- ✓ Evidence of how each technology action step will be evaluated has been included in the description of the action step.

  Description: * | description of action step and include how it will be evaluated

- ✓ Action steps include start and stop dates (timeline) that are current within the timeframe of the technology plan.

  Start Date (mm/dd/yyyy): *
  End Date (mm/dd/yyyy): *
  Timeline Notes:

- ✓ Action steps have a status of "Not Begun" or "In Progress."

  Update a Plan Action Status
  Instructions/Description

  Status: * Not Begun
  Comment:
  Not Begun
  In Progress
  Completed
  Retired
  Suspended

- ✓ All technology focused action steps have a "tech" tag.

  ☐ IndianEd
  ☐ PD
  ☐ ELL
  ☐ SPED
  ☑ Tech
  ☐ SIG
  ☐ Monitor
  ☐ LEAImp

- ✓ The STATUS of TP-07 has been updated and saved. (Monitoring side of ALEAT)

  Current Status
  In Progress

  Change Status
  In Progress
  Meets Requirements
  In Progress
  Does Not Meet Requirements
  Not Monitored

  Cancel   Save   Save and Continue

TP-08: ALEAT Consolidated Plan Technology Literacy Goal

✓ The technology committee should collaborate and complete technology focused action steps that support one or more strategies for the Technology Literacy goal within the ALEAT Continuous Improvement Plan.

✓ Include an appropriate Technology Literacy SMART goal.

- **S**trategic
- **M**easurable
- **A**ttainable
- **R**easonable
- **T**ime bound

❖ Sample **SMART** goals:

- By May 2012, 50% of 5th grade students will be technology literate as measured by project-based rubrics which include technology.
- By May 2012, there will be an 80% increase of 8th grade students, compared from 2011, who will be technology literate as measured by the student technology literacy assessment.
- By May 2012, all graduating high school students will have successfully passed a technology literacy course based on the AZ Technology Standard.

✓ Strategies that address and encompass the AZ State Technology Standard for student technology literacy are evident.

✓ Minimum Required (3) Strategies:

- Student engagement with technology.
- Assessing student technology literacy skills.
- 21st Century technology professional development for teachers.

✓ A minimum of three (3) technology literacy action steps (one per strategy) that support student technology literacy strategies is evident.

- Action Step: Evidence of how the students will be engaged with technology to foster the growth of their technology literacy skills has been included.
- Action Step: Evidence of how 8th grade and/or high school (if applicable) students have mastered an 8th grade level of technology literacy has been included.
- Action Step: Evidence of 21st Century technology literacy Professional Development for teachers has been included.

✓ Evidence of how each technology action step will be evaluated has been included in the description of the action step.

Description: *   description of action step and include how it will be evaluated

✓ Action steps include start and stop dates (timeline) that are current within the timeframe of the technology plan.

Start Date (mm/dd/yyyy): *

End Date (mm/dd/yyyy): *

Timeline Notes:

✓ Action steps have a status of "Not Begun" or "In Progress."

Update a Plan Action Status
Instructions/Description

Status: *   Not Begun

Comment: Not Begun
                  In Progress
                  Completed
                  Retired
                  Suspended

✓ All technology focused action steps have a "tech" tag.

☐ IndianEd
☐ PD
☐ ELL
☐ SPED
☑ Tech
☐ SIG
☐ Monitor
☐ LEAImp

✓ This goal has been officially "submitted" in the Continuous Improvement Plan.

✓ The STATUS of TP-08 has been updated and saved. (Monitoring side of ALEAT)

Current Status
In Progress

Change Status
In Progress
Meets Requirements
In Progress
Does Not Meet Requirements
Not Monitored
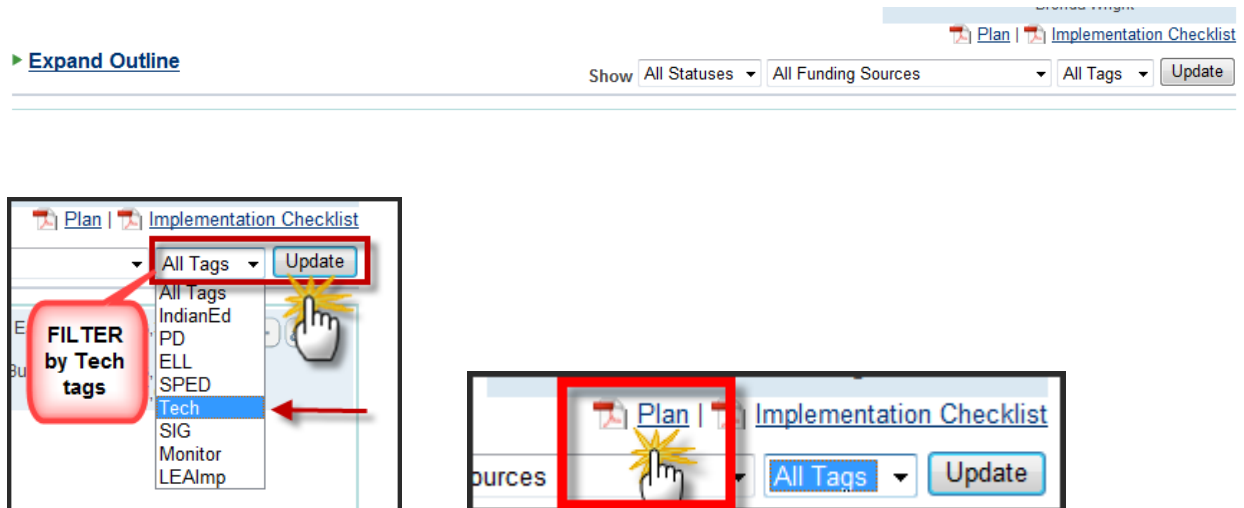
Cancel   Save   Save and Continue

Printing and Saving a Hard Copy of the Tech Plan

Once your technology plan has been approved by ADE, you will need to save and print a hard copy of the entire technology plan for your E-rate notebook and your School Board.

To retain a **hard copy** of the technology plan please follow these steps:

1. Print each completed template that was uploaded into the LEA filing cabinet.

2. **Filter** the _**Continuous Improvement Plan**_ by the "Tech" tag and print/save the "Plan" PDF file.

For additional resources including answers to frequently asked questions about technology plans, please visit the Tech Plan Toolkit at https://www.ade.az.gov/technology/lea_tech_plans.asp.

Ed Tech (ADE) contacts for Technology Plans:

Krystal Nesbitt	Krystal.Nesbitt@azed.gov	(602) 542-7884
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Brett Hinton	Brett.Hinton@azed.gov	(602) 542-4214